

## Concurrent Employment Action

<b>Purpose</b>	Use this procedure to appoint an active employee (using a Reference Personnel Number) into an additional position.
<b>Trigger</b>	Perform this procedure when an employee is currently employed (Active) in a different agency OR in your current agency. Concurrent employment is necessary when one appointment is hourly and the other appointment is salary (monthly). See <b>Helpful Hints</b> below for additional information to determine if a Concurrent Employment Action is appropriate.
<b>Prerequisites</b>	Employee is active in HRMS.
<b>End User Roles</b>	In order to perform this transaction you must be assigned the following role: Personnel Administrator Processor, Payroll Processor and Benefits Processor

Change History	Change Description
5/9/2006	Procedure created.
12/10/2008	Procedure updated in the Prerequisites and Helpful Hints sections. User roles have been identified. Overall process has been updated.
5/11/2009	Update to Helpful Hints section and also removed Step 15 as the <i>Communication</i> (0105) infotype error message will no longer appear during the action. See <a href="#">HRMS Communication dated 6/11/2009</a> .










**Menu Path** Human Resources → Personnel Management → Administration → HR Master Data → Personnel Actions

**Transaction Code** PA40

<b>Helpful Hints</b>	<p>Consider the following:</p> <p>If the employee is working in the same agency where both positions are hourly or both are salary (monthly), refer to the OLQR User Procedure <b><i>Hourly Rate Per Assignment (0554)</i></b>.</p> <p>During a concurrent appointment the employee is assigned a Primary personnel number for one agency (or position) and a Reference personnel number for the other. Since an employee's personnel number follows them throughout their career, it is best to try and limit creating any additional personnel numbers for the employee.</p> <p>Search for the employee using their Social Security Number (SSN) to display all associated Personnel Numbers. To learn how to search by SSN, view the HRMS Basics course materials.</p>
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<b>Helpful Hints</b>	<p>If the employee has more than one Personnel Number (PRNR), review the employment status for each PRNR. Information can be found on the current record of the <i>Actions</i> (0000) infotype.</p> <p>A PRNR with a 'withdrawn' status can be rehired using the Rehire action.</p> <p>If the employee is active at another agency <b>AND</b> their hiring action was a Quick Hire or Quick Rehire, contact the agency to clarify the employee's status to determine if they are "active". Information can be found on the current record of the <i>Actions</i> (0000) infotype.</p> <p>If it is determined they are not "active", perform an Appointment Change action using the existing PRNR.</p> <p>The employee will receive separate payments and W-2s from each Business or Personnel Area.</p> <p>Infotypes that are shared between personnel numbers are:</p> <ul style="list-style-type: none"> <li><i>Personal Data</i> (0002)</li> <li><i>Addresses</i> (0006)</li> <li><i>Reference Personnel Number</i> (0031)</li> <li><i>Bank Details</i> (0009)</li> <li><i>Family Member Dependents</i> (0021)</li> <li><i>Education</i> (0022)</li> <li><i>Additional Personal Data</i> (0077)</li> </ul>
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The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
Error 	<p><b>Example:</b>  Make an entry in all required fields.</p> <p>Action: Fix the problem(s) and then click  (Enter) to validate and proceed.</p>
Warning 	<p><b>Example:</b>  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end.</p> <p>Action: If an action is required, perform the action. Otherwise, click  (Enter) to validate and proceed.</p>
Confirmation  or 	<p><b>Example:</b>  Save your entries.</p> <p>Action: Perform the required action to proceed.</p>

## Procedure

1. Start the transaction using the menu path or transaction code **PA40**.

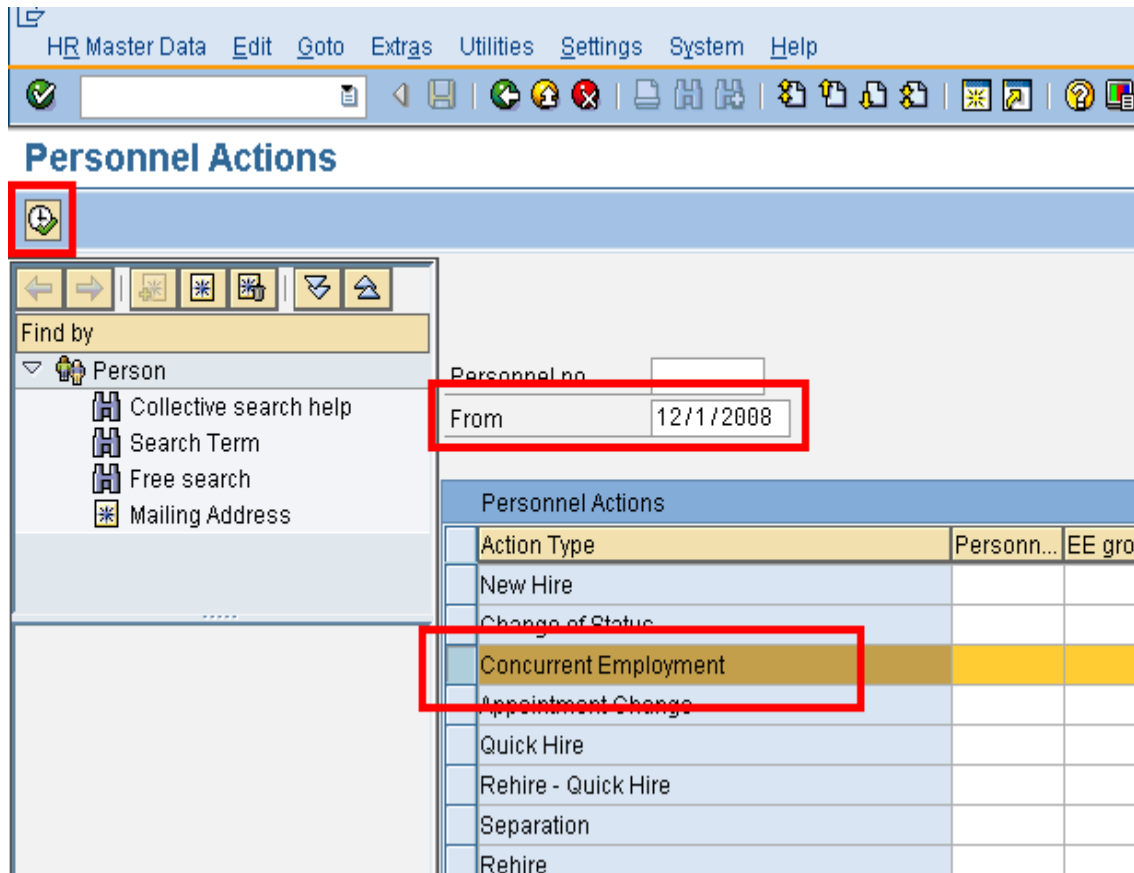
2. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
From	R	The effective date of the action.  <b>Example:</b> 12/01/2008  Note: This date is the employee's first day of employment.



The Personnel no. field is blank when starting this action.

3. Select the blue box to the left of **Concurrent Employment** to select.



HR Master Data Edit Goto Extras Utilities Settings System Help

**Personnel Actions**


Find by

- Person
  - Collective search help
  - Search Term
  - Free search
  - Mailing Address

Personnel no.

From

Personnel Actions		
Action Type	Personn...	EE gro
New Hire		
Change of Status		
<b>Concurrent Employment</b>		
Appointment Change		
Quick Hire		
Rehire - Quick Hire		
Separation		
Rehire		

4. Click  (Execute) to execute the action.

Infotype Edit Goto Extras System Help

**Create Actions (0000)**

Change info group

Pers.No.

Start  to

**Personnel action**

Action Type

Reason for Action ☒

Reference Pers. Nos.

**Status**

Employment

**Organizational assignment**

Position ☒

Personnel area

Employee group

Employee subgroup



**Additional actions**



Start Date	Act.	Action Type	ActR	Reason for action


5. Perform one of the following:

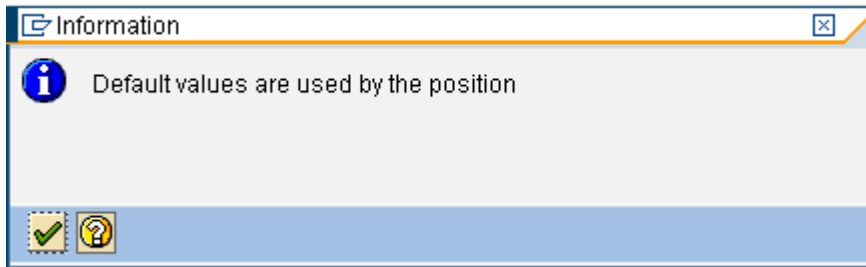
If	Perform
Your role is a Personnel Administration Processor	Steps 6-25
Your role is a Payroll Processor	Steps 26-43


6. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Reason for Action	R	<p>It stores the reason that an action has been performed.</p> <p> Click  (Matchcode) to view the entire selection list.</p> <p><b>Example:</b> 14 Seasonal Appointment</p>
Reference pers. no.	C	<p>It is a link between two personnel numbers. The reference personnel number is stored in <i>Reference Personnel Number</i> (0031).</p>

		<p>Enter the employee's other personnel number.</p> <p> The system will assign a new personnel number for the additional assignment after the infotype is saved.</p> <p><b>Example:</b> 629438</p>
Position	R	<p>A group of duties and responsibilities to be performed by an employee. An object related to an Organizational Unit.</p> <p> The State of Washington's position object id number begins with a 7.</p> <p><b>Example:</b> 70005862</p>

7. Click  (Enter) to validate the information.



8. Click  (Enter) to continue.

Infotype Edit Goto Extras System Help

**Create Actions (0000)**

Change info group

Pers.No. 20022701

Start 12/01/2008 to 12/31/9999

**Personnel action**

Action Type UM Concurrent Employment

Reason for Action 14 Seasonal Appointment

Reference Pers. Nos. 629438 SMITH CURTIS P

**Status**

Employment 3 Active

**Organizational assignment**

Position 70005862 HUM RES CNSLT 2




Personnel area 1110 Dept of Personnel

Employee group 1 Temporary

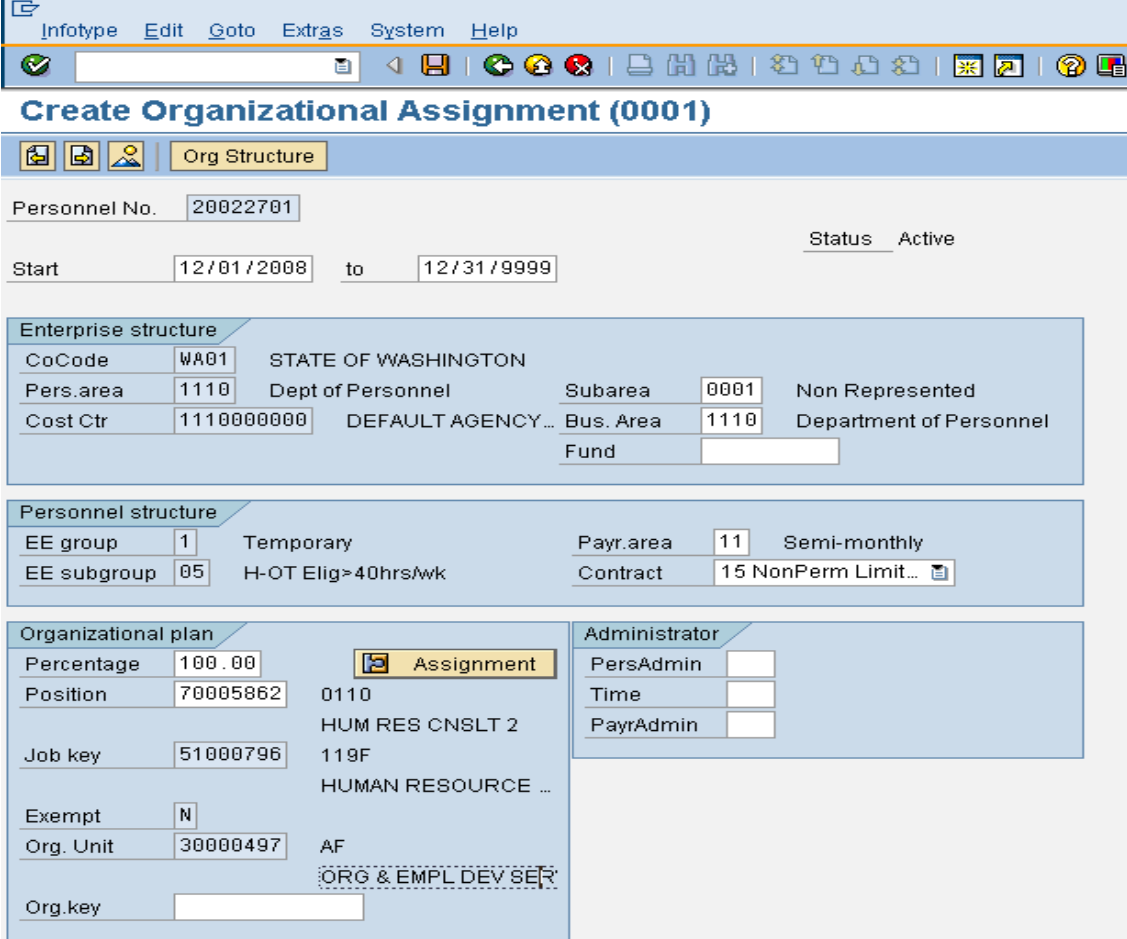
Employee subgroup 05 H-OT Elig>40hrs/wk




**Additional actions**

Start Date	Act.	Action Type	ActR	Reason for action

-  The Pers. No. will be created and you will be prompted to save your entries.
9. Click  (Save) to save.
-  You will now see the *Create Organizational Assignment (0001)* infotype. In the status bar you will see the message *Record created*. The two personnel numbers are now linked together.
10. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Contract	R	The status of the appointment.  <b>Example:</b> Probation, Exempt, Non-Perm limited

11. 


12. Click  (Enter) to validate the information.
13. Click  (Save) to save.
14.  A **Delimit Vacancy** message screen will appear if the position is vacant.

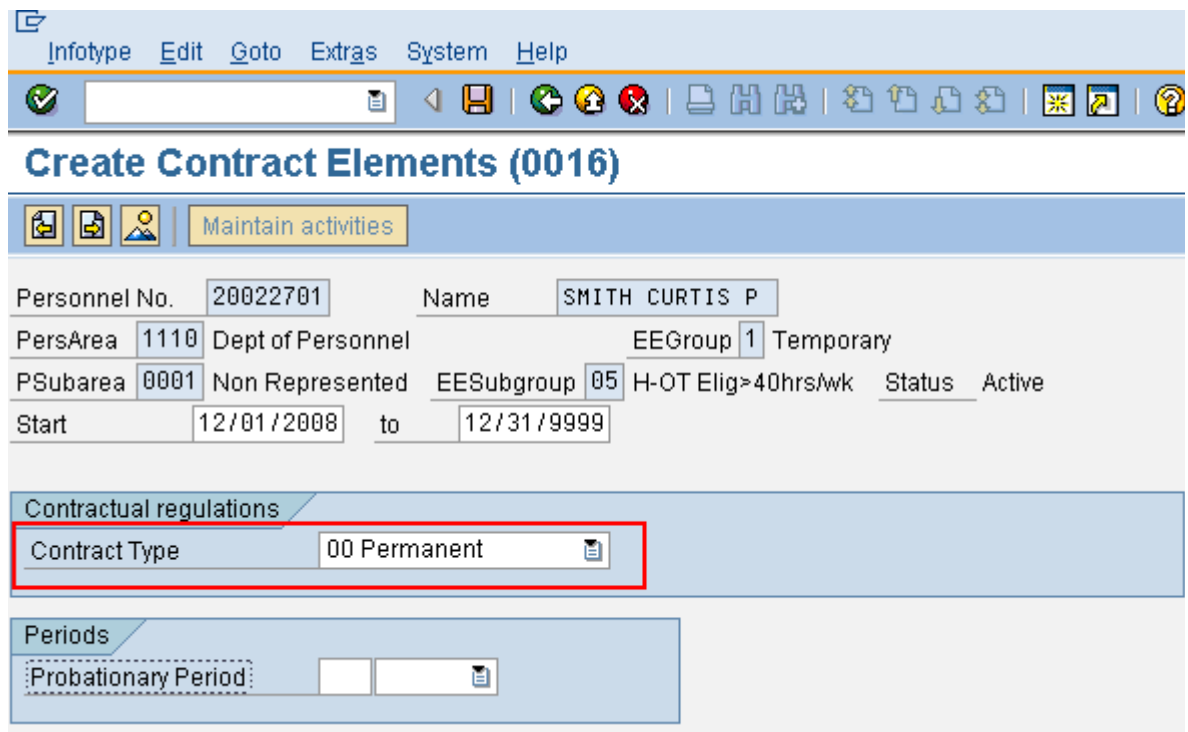
Perform one of the following:

If	Then
The position is not filled	Click Yes
The position is multi-filled	Click No



15. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Contract Type	R	It defines an employee's State status as either permanent or non-permanent.  <b>Example:</b> 00 Permanent
Probationary period	O	The length of the employee's probationary period.   If this field is completed, the <i>Monitoring of Task</i> (0019) infotype will display. Refer to the OLQR User Procedure <b>Task Monitoring (S_PHO_48000450)</b> for instruction on how to identify what tasks have been entered for employees.



Infotype Edit Goto Extras System Help

**Create Contract Elements (0016)**

Maintain activities

Personnel No. 20022701 Name SMITH CURTIS P

PersArea 1110 Dept of Personnel EEGGroup 1 Temporary

PSubarea 0001 Non Represented EESubgroup 05 H-OT Elig>40hrs/wk Status Active



Start 12/01/2008 to 12/31/9999

**Contractual regulations**


Contract Type 00 Permanent


**Periods**

Probationary Period

16. Click  (Enter) to validate the information.
17. Click  (Save) to save.

18. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Work schedule rule	R	It is a description of the duration and composition of the employee working time for any given workday.  <b>Example:</b> FULL (5-8s: M-F 8hd)
Time Mgmt status	R	If the employee's time is recorded as positive time (hourly) Select: 1-Time evaluation of actual times If the employee's time is recorded as negative time (salary) Select: 9-Time evaluation of planned times
Additional time ID	O	The indicator of how employee leave will accrue.  Enter: 00 For full normal leave accrual (HRMS will default if the field is left blank) 01 For NO leave accrual 02 For sick leave accrual only
Employment percent	R	The percentage of time that an employee works per week in a particular position.   If increasing the percentage to 100, un-check the <b>Part-time employee</b> and <b>Dyn. Daily work schedule</b> boxes. This is important to ensure correct payroll calculations.  <b>Example:</b> 100

19.  **Create Planned Working Time (0007)**

Infotype Edit Goto Extras System Help

Work schedule

Personnel No. 20022701 Name SMITH CURTIS P

PersArea 1110 Dept of Personnel EEGroup 1 Temporary

PSubarea 0001 Non Represented EESubgroup 05 H-OT Elig>40hrs/wk Status Active

Start 12/01/2008 To 12/31/9999

Work schedule rule

Work schedule rule FULL

Time Mgmt status 1 1 - Time evaluation of actual times

☐ Part-time employee Additional time ID 00

Working time

Employment percent 100.00

Daily working hours

Weekly working hours 0.00

Monthly working hrs 0.00

Annual working hours 0.00

Weekly workdays


☐ Dyn. daily work schedule

Min. Max.

Min. Max.




Min. Max.




Min. Max.

20. Click  (Enter) to validate the information.

21. Click  (Save) to save.

22. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Reason	R	<p>This is a specific reason for performing an action or maintaining an infotype.</p> <p> Click  (Matchcode) to view the entire selection list.</p> <p><b>Example:</b> 19 Initial Appointment</p>
PS Level	C	<p>This defines the step within a range for compensation.</p> <p> Level A will default into the field. You may need to change the level.</p>

		<b>Example: C</b>
Annual Salary	C	<p>If the employee is WMS, Higher Ed Exempt, Student, Non Classified Elected Official, Non Classified Exempt Management Service, Non Classified Non Pay Scale, Non Classified Board Members you must enter the annual salary in this field.</p> <p> Entering the salary defines this person as <i>Directly valued</i>. The agency is responsible for maintaining this infotype when the employee is due a pay increase. Refer to the OLQR User Procedure <b>Basic Pay-Indirectly or Directly Valued (0008)</b>.</p> <p><b>Example:</b> The employee in this example is a classified employee and their annual salary will be populated based up the PS Group selected.</p>
Next Increase	O	<p>This is the date of the next scheduled increase in pay. Also known as the Periodic Increment Date (PID)</p> <p><b>Example:</b> 12/01/2009</p>
Wage Type	C	<p>The amount of pay for the employee.</p> <p> Wage type 1003 should default if the employee is monthly. Wage type 1001 should default if the employee is hourly. Enter the wage type if the field is blank.</p> <p> You can also enter wage types for Shift Difference and Assignment Pay.</p> <p><b>Example:</b> 1001 Base Rate/Hourly Wage</p>

Infotype Edit Goto Wage types Extras System Help

**Create Basic Pay (0008)**

Salary amount Payments and deductions

Personnel No. 20022701 Name SMITH CURTIS P  
 PersArea 1110 Dept of Personnel EEGGroup 1 Temporary  
 PSubarea 0001 Non Represented EESubgroup 05 H-OT Elig>40hrs/wk Status Active  
 Start 12/01/2008 to 12/31/9999

Subtype 0 Basic contract


Pay scale

Reason 19 Initial Appointment Capacity Util. Level 100.00  
 PS type 00 Non-Represented Work hours/period 87.00 Semi-monthly  
 PS Area 01 Standard Progression Next increase 12/01/2009  
 PS group 50 Level C Annual salary 42,595.00 USD

Wage Type Long Text	Amount	Curr...	I...	A...	Number/Unit	Unit
1001 Base Rate / Hourly Wage	20.40	USD	I	<input checked="" type="checkbox"/>		
		USD		<input type="checkbox"/>		
		USD		<input type="checkbox"/>		
		USD		<input type="checkbox"/>		
		USD		<input type="checkbox"/>		
		USD		<input type="checkbox"/>		
		USD		<input type="checkbox"/>		



Indicates this is a indirectly valued position. The salary is being populated using the pay scale tables.

12/11/2008 - 12/31/9999 20.40 USD



23. Click  (Enter) to validate the information.



The following message will appear when validating this infotype,

“ Annual salary not within range ( 26,604.00 - 26,604.00)”. Continue to click  (Enter) until prompted to save.

24. Click  (Save) to save.

25.  For the **Personnel Administration Processor**, this will mark the end of the Concurrent Employment Action. After saving, click  (Exit) to exit the action and transfer the Hiring Information Packet to the **Payroll Processor** who will complete the action.







If you also have the **Payroll Processor** role, then you may skip this step and continue to the next infotype (step 33).

26. The **Payroll Processor** begins the action from Personnel Actions (PA40), and enters the employee's personnel number.




**Payroll Processor** – do not put a “from” date in the field prior to executing the transaction.

If you entered a “from” date click  (back) and delete the date.

27. Click  (Enter) to validate the information.
28. Select the blue box to the left of **Concurrent Employment** to select.
29. Click  (Execute) to execute the action.
30. From *Change Actions* (0000), click  **Execute info group**.
31. An Execute info group pop up box will appear “Warning: Personnel action infotype not saved with ‘execute info group’ function! Click  (Enter) to continue.



The **Personnel Processor** has already saved this infotype so it is ok to continue.

32. Click  (Next Record) to advance to the next record until you reach *Create Recurring Payments/Deduction* (0014).

Infotype Edit Goto Extras System Help

### Create Recurring Payments/Deductions (0014)

Personnel No.  Name

PersArea  Dept of Personnel  Temporary

PSubarea  Non Represented  H-OT Elig>40hrs/wk Status

Start  to

**Recurring Payments/Deductions**

Wage Type

Amount  USD

Number/unit

Assignment Number

Reason for Change

**Payment dates**

Payment model




If no Recurring Payments/Deductions is needed, click (Next Record) to advance to the next record.

Refer to the OLQR User Procedures **Recurring Deduction (0014)**, **Recurring Payment (0014)**, **Recurring Payment (0014)**, **One Time Deduction - Additional Payments (0015)**, OR **One Time Payment - Additional Payments (0015)** for more information on creating this infotype.

33. Complete the following fields:




R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Tax Authority	R	This identifies a government agency that is authorized to levy certain taxes.  Example: WA (Washington)
Worksite	R	The county of the worksite.  Click  (Matchcode) to open the selection list.

		<b>Example: 34 (Thurston County)</b>
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34. Click  (Enter) to validate the information.

35. Click  (Save) to save.

36. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Filing Status	R	<p>The status elected by the employee for federal tax withholding.</p> <p> Click  (Matchcode) to view the entire selection list.</p> <p><b>Example:</b> 01 (Single)</p>
Allowances	R	<p>The number of dependents claimed for tax filing purposes. It affects the amount of taxes withheld from an employee's paycheck.</p> <p><b>Example:</b> 01</p>
Tax exempt indicator	C	<p>The indicator which determines if the employee is exempt from taxation.</p> <p> Using <b>Tax Exempt indicator Y</b> will make the wages exempt from taxation and not reportable to the IRS. Using <b>Tax Exempt indicator R</b> will make the wages exempt from</p>



		taxation and earnings are reported to the IRS.  <b>Example:</b> Y
Add. withholding	O	An amount designated by the employee to be withheld from his/her check above the amount that will be taken due to filing status.  <b>Example:</b> 100.00

Infotype Edit Goto Extras System Help

Create Withholding Info W4/W5 US (0210)

Personnel No. 20022701 Name SMITH CURTIS P  
 PersArea 1110 Dept of Personnel EEGroup 1 Temporary  
 PSubarea 0001 Non Represented EESubgroup 05 H-OT Elig>40hrs/wk Status Active  
 Start 12/01/2008 to 12/31/9999

Status  
 Tax authority FED Federal Tax level A Federal  
 Filing Status 01 Single


Exemptions  
 Allowances 0  
 Tax Exempt Indicator R ☐ IRS mandates

Withholding adjustments  
 Add.withholding 0.00 USD ☐ Non-resident tax calculation  
 Default formula 1 PCT MTHD-RES. U Alternative formula ☐

W-5 filing status  
 EIC status ☐

Overrides (from Infotype 0234)



From date	End Date	Supplemental met...	Tax override	Em...

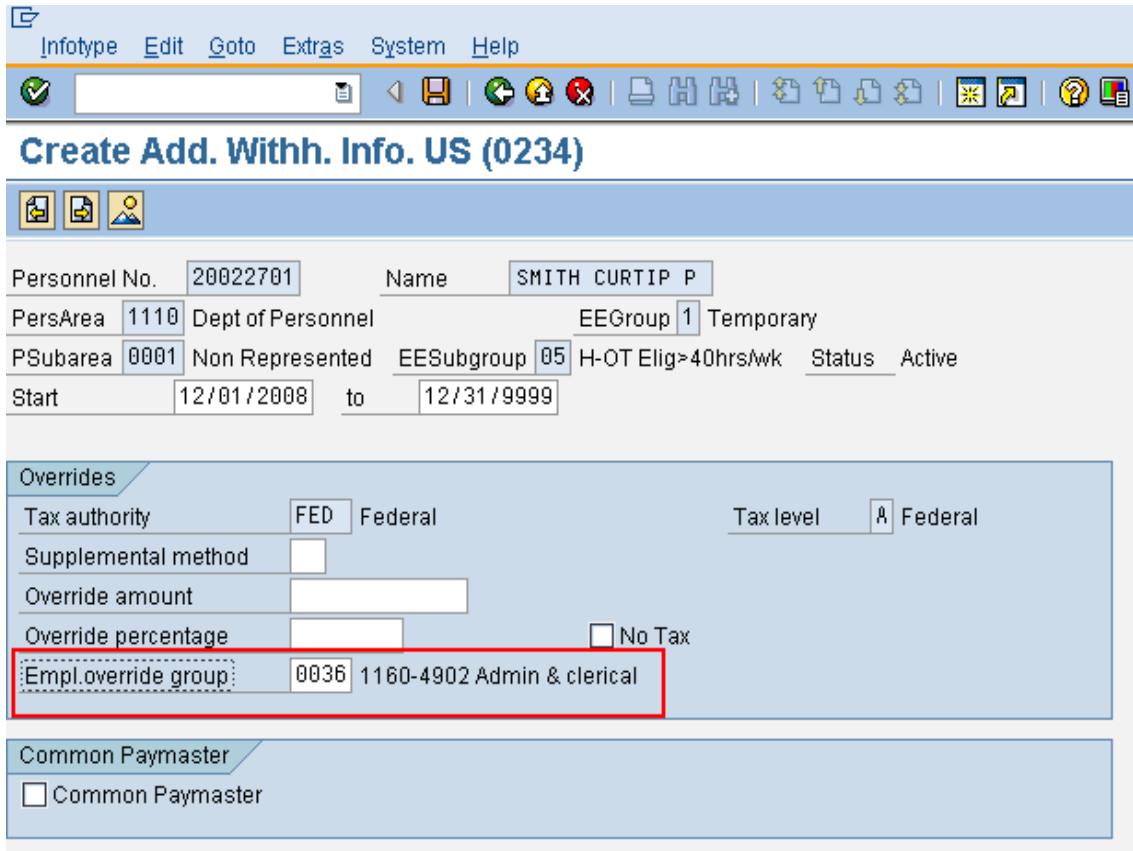
37. Click  (Enter) to validate the information.

38. Click  (Save) to save.

39. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Empl. override group	R	This is the Worker's Compensation code that an employee holds for a particular job.

		 Click  (Matchcode) to view the entire selection list.  <b>Example:</b> 0036 (1160-4902 Admin. & Clerical)
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Infotype Edit Goto Extras System Help

**Create Add. Withh. Info. US (0234)**

Personnel No. 20022701 Name SMITH CURTIP P

PersArea 1110 Dept of Personnel EEGroup 1 Temporary

PSubarea 0001 Non Represented EESubgroup 05 H-OT Elig>40hrs/wk Status Active

Start 12/01/2008 to 12/31/9999

**Overrides**

Tax authority FED Federal Tax level A Federal

Supplemental method


Override amount

Override percentage ☐ No Tax

**Empl.override group** 0036 1160-4902 Admin & clerical

**Common Paymaster**

☐ Common Paymaster

40. Click  (Enter) to validate the information.

41. Click  (Save) to save.

You have completed this transaction.

Results
You have created a concurrent appointment for the employee.
Comments
None.